

Planning and Development Department

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Document Type	Details Required on Document
Current Title Search	<ul style="list-style-type: none"> • Current title search from the Land Title Office for each parcel affected in the application. • Copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.
Certified Survey Plan	<ul style="list-style-type: none"> • PID, Legal Description • Street address, street name(s) and location, location and width of any lane(s). • Lot line dimensions in metres. • Total lot area(s) in metres squared (m²). • Location and dimensions of all existing buildings and structures on the site. • Front, rear and side yard setbacks from buildings to lot lines. • Lane dedications, registered easements, encroachments and rights-of-way. • Location of existing street crossings. • Existing grades at each corner of the lot(s) and spot elevations/contours at one metre intervals. • If the property is located on or adjacent to a slope or watercourse then all setback and building envelope requirements should be shown in compliance with Section 519 of the Zoning Bylaw for flood protection and slope control measures. • All existing trees on the property that are 20cm or greater measured 1.4m from the ground. • Any off-site trees greater than 20cm wherein the drip line of the tree is within 1 metre of the property line
Project Statistics	<ul style="list-style-type: none"> • Total lot area • Lot coverage – permitted and proposed. • Gross floor area– permitted and proposed. • Building height(s) – permitted and proposed. • Front, side and rear yard setbacks from property line – permitted and proposed. • Parking and Loading – required and proposed. • Number of dwelling units and types
Location/Site Plan	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:500. • North arrow. • Key plan (location of site relative to other major streets in area). • Street name(s) adjacent to and fronting the site. • Civic address of site. • Dimensions of site. • Location and dimensions of all buildings and structures. • Floor areas of existing buildings. • Building envelope setbacks from property lines dimensioned for all buildings and accessory structures, including projecting features such as bay windows and stairs. • Existing and finished grade levels. • Size and location of all off-street parking and loading with dimensions. • Access to parking and loading from street and/or lane with dimensions. • Location of garbage and recycling facilities. • Location of the natural boundary of any existing watercourses or environmental features. • Location of proposed open or amenity space(s) with areas and percent of total site area. • Location of fire hydrants and fire lanes (including curbs and paving material). • Location of utility connections.
Sections	<ul style="list-style-type: none"> • Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions.

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Floor Plans, including Parking Plans	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:100 • All storeys including all levels of underground parking and rooftop with all outside dimensions of each floor. • Dimensions of all parking spaces and aisles. • All uses and dimensions for each floor. • All door, window and skylight locations. • Location of vents, bay or box windows, air conditioning units and additions. • Clear indication of proposed work for additions to an existing building.
Lot Coverage Diagram and Floor Area Overlay	<ul style="list-style-type: none"> • Display lot coverage percentage for the property. • Gross floor area diagram for each floor. <ul style="list-style-type: none"> ◦ Provided on translucent paper (i.e. velum) in the same size, scale and layout as the floor plans.
Coloured Building Elevations	<ul style="list-style-type: none"> • Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings with proposed materials, colours and colour number clearly labelled and materials legend provided. • Finished and natural grade elevations around the perimeter of the structure. • Elevation on each floor level, and peak of pitched roof or parapet wall of flat roof. • Dimensions of projections above grade. • Finish details and materials of exterior including colours and manufacturing name. • Notes indicating treatment of exposed concrete surfaces. • Door and window details and sizes. • Fencing and accessory building details • Layout of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and screening. • Building signage clearly indicated with dimensions.
Coloured 3D Renderings	<ul style="list-style-type: none"> • 3D coloured elevation drawing to depict all elevations of at least two views of the proposed development, and include views from all street frontages.
Landscaping Plan	<ul style="list-style-type: none"> • Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls. • Provide common and botanical names, and sizes and quantity of all proposed plant material. • Proposed plant material, pavers, paved surfaces, other landscape elements, and existing trees must be shown. • Proposed retaining wall locations and plant materials. • Existing site contours, landscaping and material to be removed, including size, common name and placement. • Identify landscape areas to be used for required common amenity area. <p>Please Note:</p> <ul style="list-style-type: none"> • A minimum 1.5 metre landscaped setback is required when an underground parking structure projects above grade.
Context Photographs	<ul style="list-style-type: none"> • Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area. • Typical views of the property along the streetscape. • For additions to an existing building, colour photographs of four sides of the existing building.
Servicing Concept Plan	<ul style="list-style-type: none"> • Existing and proposed topographic and legal base information including adjacent properties and road dedications. • Proposed frontage improvements including sidewalks, landscaping, street lighting, and roadwork. • Development Permit area design guideline streetscape requirements addressed. • Typical road cross sections. • All existing above and below grade infrastructure including storm, sanitary, water, hydro, gas, communications and bus stops. • Proposed and existing storm, sanitary and water servicing connections, location and size. • Adjacent property transitions for works and services. • Prepared, signed and sealed by a civil engineer.
Phase 1 Stormwater Management Plan	<ul style="list-style-type: none"> • Provide in compliance with the City's Stormwater Policy and Design Manual that specified stormwater quality and design criteria.
Arborist Report	<ul style="list-style-type: none"> • Please refer to document labelled Coquitlam Standards for Tree Cutting Permit Applicants on: www.coquitlam.ca/trees